

# MINNESOTA STATE UNIVERSITY, MANKATO

# HUMAN RESOURCES NEWSLETTER

WWW.MNSU.EDU/HUMANRES

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## FEATURED HUMAN RESOURCES EMPLOYEE



New to the Office of Human Resources, yet not new to the University. We are excited to have Lorraine Knutson as part of our HR team! As the Search Coordinator, Lorraine is responsible for

managing the search process and coordinating those efforts with our campus Deans, Chairs, Directors and/or Search Committee members, as they work to successfully fill open unclassified faculty and staff positions.

After many years of working as an Executive Assistant for the St. Peter Regional Treatment Center and a local area manufacturing company, Lorraine joined Minnesota State University, Mankato in January, 1997 as the Dean's Secretary for our Library. Since that time, she has held positions within our Admissions Office as a Data Processing Clerk and Affirmative Action Office as an Administrative Assistant. When asked what she likes about her Search Coordinator position, Lorraine shared that she enjoys the daily contact with other people and the HR team, and that there "is not much not to like about my job." She also stated that in all her working career days, she feels that she has saved the best for last.

Outside of work, Lorraine enjoys spending time with her husband and family of seven children, nine grandchildren, dog Buddy, and granddog Rocky. She also likes to garden, work on sudoku and cryptoquote puzzles, read, write short stories and bake. Please join us in welcoming Lorraine to our H.R. team, and as you have questions regarding the unclassified search process, please call her at ext. 1223.



EMPLOYEE RECOGNITION 2007! *Thanks for all your hard work and dedication!*

## FROM THE DIRECTOR

We have just started the spring semester and one of the big events this time of year is Professional Development Day. We have a tremendous committee of hard working individuals who volunteer their time to put this day together and make sure it is successful. This year, we had over 900 registrations and more than 300 faculty and staff participate. This is a testament to the tremendous effort of the committee. When you get a chance, thank one of these individuals for their efforts: Kathy Trauger, Leslie Peterson, Shannon Villwock, Dan Levin, Michael Fagin, and Jayne Larsen. In addition a survey is out to obtain your feedback, which we welcome!

One of the most successful events of our Professional Development program this year has become our Minnesota State Mankato Leadership Institute. We are mid-way through the first cohort and everything is going great. Thus far, we have covered topics related to behavior styles, understanding MSU and MnSCU, Ethics in Leadership and Communication. We have more to come on Conflict Management, Change, Power, and Work/Life Balance. I am extremely proud of the program thus far and hope that this is a program we can continue to offer into the future. For information on this leadership program as well as other leadership development opportunities, go to: <http://www.mnsu.edu/humanres/profdev/leadership.html>.

In the continued spirit of professional development, I am also pleased to announce that Human Resources has developed an annual training calendar. This calendar has been circulated to everyone, and posted on our web page, so that you can understand what types of training programs we will provide and when they are scheduled. I am grateful to the efforts of Johanna Simpson and DeeAnn Snaza for putting this together and making it a reality. As always, you can register for these programs through the Professional Development web page at: <http://www.mnsu.edu/humanres/profdev/>. There is a lot of other valuable information on this page so please take a look and enjoy the information that is out there.

## VOLUNTEERS

If you are a department that utilizes volunteers to deliver your services, please see the Volunteer policy that was adopted by the MnSCU Board of Trustees at: <http://www.mnscu.edu/board/procedure/400p1.html>. This procedure defines how we use volunteers and what we need to do to track and manage the use of volunteers. There is also a procedure related to volunteer coaches, if you should use those in any way. Thank you for your cooperation with this important procedure.

## INTERNSHIPS

Do you use interns in your office? If you do, you should be entering into an Internship Agreement with the student you have as an intern. The required internship agreement can be found at:

<http://www.doer.state.mn.us/adsv-sm4/sm4-frms/word/pe546.doc>

This agreement helps to clarify for everyone the conditions of the internship. Thank you for your cooperation in using this form.

## I-9 REMINDER TO ALL DEPARTMENTS

We must comply with US federal law. Please remember, employees must complete the I-9 form (top portion) by the end of the first day of hire. Within three days of hire, Human Resources must physically examine the documentation establishing identity and employment eligibility and complete section 2 'Employer Review and Verification'. Individuals have been removed from payroll for not being in compliance with I-9 regulations.



*40 Years of Service! Congratulations!*

## BENEFITS INFORMATION

### VACATION DONATIONS NEEDED

We currently have three employees participating in the Vacation Donation Program.

**Richard Bock, Roberta Spangenberg, and Beverly Raimann**

Please consider helping Richard and Roberta, by donating vacation or personal leave. Your donation will be used to continue their salaries while they are absent. Beverly has been fortunate to receive the maximum donations allowed, so she does not need any further donations.

The Vacation Donation Program was created to assist state employees who have used all of their sick and vacation leave due to a severe illness. This program allows state employees to donate up to 12 hours of vacation per fiscal year. (Faculty may donate personal leave.)

You may obtain a Vacation Donation Program Contribution Form from our office or go to <http://www.mnsu.edu/humanres/forms.html>. Please be sure to include the recipient's name, the number of donated hours, and the program name which is "Continued Salary." The completed form should be submitted to the Human Resources Office at WA 336.

Note: Donations must be in whole hour increments with one hour as the minimum donation. Hours donated are not considered taxable income for the donor, nor are they considered tax-deductible expenses.

### TIAA-CREF COUNSELING SESSIONS

TIAA-CREF will offer one-on-one counseling sessions at Minnesota State University, Mankato on February 27, 28, March 1, 20, and 21, 2007. TIAA-CREF administers the IRAP, SRP, and TSA/403(b) plans.

The consultant will be available to help you:

- Understand the investment choices available to you
- Find the right investment allocation mix for you
- Discuss simplifying finances through consolidating assets
- Learn about TIAA-CREF retirement income flexibility

To schedule a counseling session, visit TIAA-CREF's website at [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) or call Sue Muellner at (800) 877-6602.

### 2007 HEALTH PLAN CARDS

Health insurance carriers mailed 2007 health insurance cards to participants in late December and early January. If you have not received a new insurance card or if anything is incorrect on the card (e.g., misspelled name, wrong primary care clinic), call the insurance carrier. The phone numbers are:

Blue Cross Blue Shield 1-800-262-0819  
HealthPartners 1-888-343-4404  
PreferredOne 1-800-997-1750

### PRE-TAX BENEFITS DEADLINE

February 28, 2007, is the deadline for submitting 2006 medical, dental, and dependent care expenses for reimbursement from your pre-tax accounts. Eide Bailly, the administrator of the DCEA, MDEA, HRA, and TEA\*, can accept 2006 reimbursement claims as long as they are post-marked, faxed, or submitted to Eide Bailly via their on-line account system no later than February 28. Your claim must include the required documentation such as itemized receipts, billing statements, or Explanation of Benefits statements.

At the Eide Bailly website for State employees, <http://www.eidebailly.com/services/benefits/doer>, you can print reimbursement forms for MnSCU employees, find information about the pre-tax benefit plans, and access the on-line account system to view your account balance(s) or submit claims electronically.

\*TEA reimbursement claims must be submitted within 180 days of the date you purchased your parking permit, or by February 28, whichever occurs first. If you have missed the 180-day deadline, your unused TEA balance may be carried forward to 2007 if you re-enroll in the TEA by February 28.

Contact Therese, 6942, or Wendy, 2015, for assistance.